



BAD RIVER HOUSING AUTHORITY

P.O. BOX 57 • Odanah, Wisconsin 54861 • (715) 682-2271 • FAX (715) 682-6818

Job Title: Grant Writer/Development Coordinator
Department: Bad River Housing Authority, Administration
Hourly Rate: \$18.00-\$20.00 **Full Time:** 40Hrs/Week
Exempt: No/Hourly
Supervisor: Housing Executive Director
Posting Date: Public
Opens: November 16, 2022
Closes: Open Until Filled

REQUIRED DOCUMENTS TO APPLY:

- Completed Bad River Housing Authority job application.
- Resume entailing employment history for the last 10 years.
- 2 Letters of reference.
- Copy of transcripts, degree and/or certificates, licenses substantiating educational background, professional training, endorsements.
- Tribal I.D. Card - Copy of applicant's tribal identification card; or if your spouse is a tribal member, a copy of his/her tribal i.d. card.
- Copy of Driver's License

Summary: The Grant Writer /Development Coordinator will coordinate various aspects of the Agency's development projects and develop and coordinate all grant-related functions of the Bad River Housing Authority.

Essential Duties and Responsibilities including the following:

- Coordinate activities of land and pre-project development elements which will include but not be limited to preparation and oversight of environmental assessments, impact statements, clearances; THPO, NEPA, and water protection elements; land acquisition, leases, and all matters about property development. Establish and maintain an organizational development process/flowchart.
- Coordinate the development of grant-funded programs. Research availability of grants, loans, and other funding to establish new or augment current existing programs. Act as a team leader in the development of grant applications in the areas of housing, community development, tenant and resident services/programs, prevention programs related to crime, youth, social services, and all other areas relevant to housing development, management, and maintenance. Responsible for maintenance of an annual grant calendar and schedule.
- Do/Coordinate research, prepare budgets and other finance-related documents in grant preparation. -Interact with tribal membership, and with programs and personnel as necessary for the development of each grant proposal. Discuss program requirements and sources of funds available with relevant program personnel to determine the feasibility and cost-effectiveness of establishing and/or expanding programs.
- Collect, process, analyze and maintain data connected to housing development programs and all other data necessary to support grant writing efforts. Coordinate statistical information. Develop and maintain databases (statistical and narrative).
- Prepare and submit grants. Prepare final proposals for submission to the Board of Commissioners and/or Tribal Council for approval and enabling resolutions as necessary to submit grant applications.
- Act as liaison between architects, residents, and Housing Authority/Tribe on design/development issues. Work with representatives of public utilities and federal funding partners such as the Indian Health Service, Bureau of



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Indian Affairs, representatives of funding sources, etc. Lead/Conduct and attend all housing, inter-agency, and tribal management meetings necessary to facilitate the flow of information regarding implementation and execution, problem identification, analysis, and/or resolution.

- Administer and monitor grants. Responsible for grant tracking, reporting, compliance, close-out.
- Assist in the preparation of organizational budget(s) and other reports as necessary and required.
- Other duties may be assigned.

Qualification Requirements: To be successful, an individual must be able to perform each essential duty satisfactorily and the organization must realize tangible results in the form of grants received and projects satisfactorily progressing in a timely fashion. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Educational and /or Experience:

Required:

B.S./B.A. degree in Liberal Arts, Communications, English, Education, Planning, Business or a related field with a minimum of the following:

- Two (2) years of experience in proven writing ability; successful grant writing and/or fundraising experience.
- Five (5) years of related job experience in development.
OR
- Combination of College/Vocational credits (minimum of 2 years) and 10 years combined experience in development and grant writing.

Other Skills and Abilities:

Required:

- Ability to plan, organize, prioritize; work varied hours (including evenings and weekends), and travel. Must have a willingness to attend training sessions and educational seminars/conferences.
- Working knowledge of the grant development and submittal process; successful experience administering/coordinating grant programs.
- Knowledge of all phases of the construction process needed to develop projects.
- Ability to manage several projects/assignments simultaneously; multi-task. Must have the capacity to work under pressure, deadlines.
- Must be dependable, punctual, conscientious, self-motivated, and professional in demeanor and appearance.
- Must have excellent interpersonal communication skills (written and verbal).
- Must be a self-starter capable of work independently and completing projects with minimal supervision.
- Must be computer proficient, and have the ability to operate various types of office equipment.
- Must have the ability to maintain good working relationships with tribal departments, tribal members residents, federal, state government funding sources; suppliers/contractors, and co-workers.

Preferred:

- Knowledge of Housing (HUD, NAHASDA) and/or Community Development programs.
- Knowledge of HUD requirements for environmental compliance.
- Knowledge of BIA (Bureau of Indian Affairs) requirements for lease procedure requirements and roads
- Knowledge of I.H.S. (Indian Health Service requirements for infrastructure of projects.

Background Check:



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This position is contingent on the required ability to pass a Bad River caregiver background check when working with children and/or the elderly.

This is a required driver position, must possess a valid state driver's license, and adequate vehicle/liability insurance, and/or meet eligibility for Housing Authority Automobile insurance.

Incumbent must pass a pre-employment drug screening (test), at his/her own cost; and pass random drug tests to maintain continued employment.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Sedentary work with some standing and walking is required. Must be able to lift up to 50 lbs on occasion.

Working Environment: The working environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the working environment is usually moderate. The incumbent will primarily work inside an office but may be required to also work in the field, thereby exposed occasionally to outdoor weather conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals.

Drug-Free Workplace Act in accordance with the Drug Free Workplace Act of 1988, P.L. 100-690 and the Bad River Housing Authority and Bad River Tribe's Employee Policy & Procedures Handbook. Indian Preference will be given in accordance with P.L. 93-638 and the Tribe's Preference Policy.

Send Application and Resume To:

Bad River Tribe

Attn: Human Resources

P.O. Box 39

Odanah, WI 54861

<http://www.badriver-nsn.gov/>

Application material may also be emailed to:

HRmanager@badriver-nsn.gov

HRassistant@Badriver-nsn.gov